

Section 1

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Section 1

Daily Lesson Plan

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Section 2

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Section 2

General Discussion of "Subject"

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Subject: Handling of Raw Tobacco Materials and Container Types

Reasons for Discussion This Subject

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- Philip Morris, routinely purchases tobacco on the open tobacco market and from tobacco suppliers in the United States and abroad to meet Park 500 raw material requirements.
- This tobacco is placed into PM Leaf Warehouses, contract warehouses, or sent directly to the manufacturing plants.
- A specific blend is established by the PM Leaf Department and Park 500 Management for the use of this raw material.
- Based on the tobacco blend, an order for tobacco is placed with the Tobacco Leaf Accounting Department of PM.
- Orders are placed two (2) days in advance based on Receiving floor inventory.
- Tobacco orders are received and verified.
- The truck is staged and unloaded by container contents/types.
- Containers are placed in their designated areas by Receiving General Laborer.
- Blending is to use material based on pull sheets.

Purpose

- Raw materials that meet specifications should significantly reduce variation downtime, and ensure blend integrity.
- Containers that are in good condition can be reused when they are handled in a manner to prevent damage to the structure. Containers must be handled properly to prevent damage and ensure correct stacking, banding, tagging and storage.

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Work Performed or Output Achieved

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- Raw material is placed in the Receiving Department to be run by the Blending Department as a specific tobacco blend.
- Identify and control the condition of containers provided for Blending's use.
- Output achieved - To maintain a constant raw material inventory of sufficient quantity and quality to meet our customer's needs for all blend components.
- Output achieved - To identify raw materials, marks and non-tobacco contaminants.

Key Components and Equipment

Main Component List

Burley Stems

Mark

KST

Bright Stems

SVST/BRST (Short/Mixed)
VST (Long Stems)

Burley Scrap

BUBL
KDM
KVF

Bright Scrap

BTBL
BDM
BVF

Factory By-Products

Class IV
Class IV m

Factory By-Products

CLR

Note:

All class materials (except CLIV) make up the blend CLR.

*Class I

*Class II
Class III

*Class IV
Class VI
Class VII

*Class VIII
Class IX

*Class W

Special Note:

*The RL Plant should only run these classes!!!

**Key Components and Equipment
(continued)**

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Process By-Product

Note:

Oriental tobaccos.

OVF/OSL/ORSTM

BDKDOM

BVKVOF

VVF

KOVF

KODM

BOVF

Case Clamp Truck

Hogshead Clamp Truck

Forklift Truck

Automatic Unloading Trailer - Door #47 Line I
Door #33 Line III

Safety Considerations

Note:

The National Safety Council reminds us that most accidents are caused by the failure of some individuals to follow simple and fundamental safety rules and precautions.

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Safety Items

Leather gloves.

Arm bands.

Safety glasses.

Safety shoes.

Dock levelers in good condition.

Lift trucks in good running condition.

Hand tools in good condition.

Drive lift trucks at a safe speed.

Follow all area safety rules.

Follow all area procedures.

Benefits of Proper Operation

Proper inventory of components.

Container mismarked.

Containers received in good shape.

Identify bad product.

Staging material properly.

Consequences of Improper Operation

Blending unable to run correct
blend - now off standard.

Blending component usage off
standard. May effect blend
integrity.

Loss of product:
- Effect plant yield.
- Accountability.
- Safety concerns.

Moldy product may give the RL
sheet a high bacteria count.

Blending Department pulling the
wrong material:
- Blend integrity.
- Off standard on usage.

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Section 3

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Section 3

Functions and Controls

<u>Components</u>	<u>Positive Effect</u>	<u>Negative Effect</u>
Burley Stems.	Product should be sized to meet the Plant's specifications.	Unable to get product out of containers. May jam feeders and clump breaker. Delivery time to Stock Prep may be off. Blend integrity.
Bright Stems.	Product should be sized and free of lamina to meet Park 500 specifications.	Product too large - may jam feeders. Product too small - may be lost in the process. May effect blend integrity. Poor sheet quality.
Class Tobacco.	Product is processed evenly into equipment. Product is not too high in moisture.	Material will bridge inside of equipment. Stock Prep will not receive all material for batch.
Oriental Tobacco.	Material is processed evenly into the blending equipment. Help to ensure blend integrity. Must meet Park 500 specifications on size and OV.	Could cause adverse effect on sheet formation. Too fine a material causes yield losses and variations in the process.

Standards for Line I* (Split Mode)

Blending Attendant

<u>Standard</u>	<u>Std. Value</u>	<u>PV Range</u>
1. Mode	S-9	-
2. Number of Feeders Running	3 Feeders: (#6-Designated Substitute for 8 & 9).	#2, 8 & 9 0-2 Min.
3. Weighbelt Set Points	#2 - 2639 #8 - 517 #9 - 644	
4. Batch Size	3,800 lbs.	

Note:

Start all feeders simultaneously and run them continually until they count out.

Standard Numbers 1-20 have been designated for the Line I/II Blending Attendant.

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Standards for Line I*
(Split Mode)

Blending Forklift Operator

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Standard Range

Standard Value

PV

21. Component Loading

Line 2:

KST3, SVST1-1/2c, KST2, SVST4,
KST3, SVST1-1/2c, KST2, SVST4,
KST3, SVST1-1/2c, SKT2, SVST4,
KST3, KST1, SVST2, KST2, VST6,
KST3, SVST1-1/2c, KST2, SVST4,
KST3, SVST3, KST2, VST6-1/2c, KST3,
SVST4, KST2, SVST1-1/2c, KST3, KST1

Line 8:

BUBL, KVF, CL4P, BUBL1/2c, KVF, CL4P,
VOF, BUBL, KVF, CL4P, BUBL1/2c, KVF,
CL4P, VOF, BUBL, KVF, BUBL, VOF,
BUBL1/2c, VVF, DOM, KVF, BUBL, KVF,
CL4P, BUBL1/2c, KVF, CL4P, VOF, BUBL,
KVF, CL4P, BUBL1/2c, KVF, CL4P, VOF

Line 9:

BTBL, BVF, BDM, VXS, CLR1/2c, BVF, KDM,
VXS, BTBL1/2c, CLR, BDM, BTBL, CLR, KDM,
VXS, CLR1/2c, BVF, OVF, VXS, VTBL1/2c,
CLR, BDM, BTBL, BVF, KDM, VXS, CLR1/2c,
BVF, BDM, VXS, BTBL1/2c, CLR, KDM

Standard Numbers 21 - 30 have been designated for the Line I/II Blending Forklift Operator.

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<u>Standard</u>	<u>Standard Value</u>	<u>PV Range</u>
11. Mode	S-9	-
12. Number of Feeders	3 Feeders: #1, 3 & 4	0-2 Min.
13. Weighbelt Set Points	#1 - 2615 #3 - 512 #4 - 638	
14. Batch Size	3,765 lbs.	

Note:

Start all feeders simultaneously and run them continually until they count out.

Standard Numbers 1 - 20 have been designated for the Line I/II Blending Attendant.

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Standards for Line II
(Split Mode)

Blending Forklift Operator

Standard Range

Standard Value

PV

26. Component Loading

Line 1:

KST3, SVST1-1/2c, KST2, SVST4,
KST3, SVST1-1/2c, KST2, SVST4,
KST3, SVST1-1/2c, KST2, SVST4,
KST3, KST1, SVST2, KST2, VST6,
KST3, SVST1-1/2c, KST2, SVST4,
KST3, SVST3, KST2, VST6-1/2c, KST3,
SVST4, KST2, SVST1/2c, KST3, KST1

Line 3:

BUBL, KVF, CL4P, BUBL1/2c, KVF, CL4P,
VOF, BUBL, KVF, CL4P, BUBL1/2c, KVF,
CL4P, VOF, BUBL, KVF, BUBL, VOF,
BUBL1/2c, VVF, DOM, KVF, BUBL, KVF,
CL4P, BUBL1/2c, KVF, CL4P, VOF, BUBL,
KVF, CL4P, BUBL1/2c, KVF, CL4P, VOF

Line 4:

BTBL, BVF, BDM, VXS, CLR1/2c, BVF, KDM,
VXS, BTBL1/2c, CLR, BDM, BTBL, CLR, KDM,
VXS, CLR1/2c, BVF, OVF, VXS, BTBL1/2c,
CLR, BDM, BTBL, BVF, KDM, VXS, CLR1/2c,
BVF, BDM, VXS, BTBL1/2c, CLR, KDM

Standard Numbers 21 - 30 have been designated for the Line I/II Blending Forklift Operator.

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PHILOSOPHY OF OPERATIONS LINES I, II & III

Utilizing the Principles of Q500, we will safely maintain consistent process operations to produce a uniform product of the quality and the quantity to meet our customers' needs.

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RECEIVING PHILOSOPHY - LINE I/II & III

We Will:

1. Maintain a constant raw material inventory of sufficient quantity and quality to meet our customers' needs for all blend components.
2. Communicate to customer/supplier in a timely manner process changes which impact their area.
3. Properly verify all items received and shipped.
4. Properly stage all trucks before loading or unloading.
5. Consistently unload incoming materials.
6. Identify and ensure consistent markings on all incoming raw materials.
7. Uniformly stage all raw material containers in proper locations.
8. Identify and control the condition of containers provided to our customers.
9. Consistently and accurately report receipts, shipments and inventories.

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Raw Material Specification - RL Plant

- These guidelines were compiled after review of existing Tobacco Product Standards and Stemming Specifications as well as in process testing at Park 500.
- Current equipment was designed to run raw material of a specific size and density range, namely those we were running at the time Line I and Line III Blending were designed.
- Raw materials that fall outside of the specific size and density ranges either cause systems to plug or delay throughput to the point that we experience downtime on the paper machine.
- Too fine a material causes yield losses and variation in the process.

Note:

The RL Plant has tested materials which match these descriptions and have determined that our existing equipment is capable of handling them (RL Raw Material Expectation).

RL RAW MATERIAL EXPECTATION

- Raw materials that meet these specifications should significantly reduce variation, downtime, and control problems in Park 500 Blending:

<u>Class</u>	<u>Size</u>	<u>Density</u>	<u>O.V.</u>
CTRL*	Passes through 1/2" punched plate	Minimum 10 lbs/cubic foot	Minimum 10%
Class 4	Passes through 1/2" punched plate	Minimum 10 lbs/cubic foot	Minimum 10%
<u>Bright Scrap</u>			
BTBL	Passes through 1/4" punched plate & passes over 12 mesh screen	Minimum 7 lbs/cubic foot	Minimum 10%
BVF	Passes over 24 mesh screen & is pulled over in Cardwell P/L Separators	Minimum 10 lbs/cubic foot	Minimum 10%
BDM	Passes through 1/8" punched plate	Minimum 10 lbs/cubic foot	Minimum 10%
BOVF	Passes through 1/4" punched plate	Minimum 10 lbs/cubic foot	Minimum 10%
<u>Burley Scrap</u>			
BUBL	Passes through 1/4" punched plate & passes over 12 mesh screen	Minimum 7 lbs/cubic foot	Minimum 10%
KVF	Passes over 24 mesh screen & is pulled over in Cardwell P/L Separators	Minimum 10 lbs/cubic foot	Minimum 10%
KDM	Passes through 1/8" punched plate	Minimum 10 lbs/cubic foot	Minimum 10%
KOVF	Passes through 1/4" punched plate	Minimum 10 lbs/cubic foot	Minimum 10%
<u>Oriental Scrap</u>			
VVF	Passes through 16 mesh screen	Minimum 10 lbs/cubic foot	Minimum 10%

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RL RAW MATERIAL EXPECTATION (continued)

	<u>Size</u>	<u>Density</u>	<u>O.V.</u>
<u>Other Scrap</u>			
BKTVF	Passes through 16 mesh screen	Minimum 10 lbs/cubic foot	Minimum 10%
BKTDM	Passes through 1/4" punched plate Passes over 12 mesh screen	Minimum 10 lbs/cubic foot	Minimum 10%
<u>Bright Stems</u>			
BRST	Passes over 1/8" punched plate No larger than 4" in length	Minimum 10 lbs/cubic foot	Minimum 10%
<u>Burley Stems</u>			
BUST	Passes over 1/8" punched plate No larger than 4" in length	Minimum 10 lbs/cubic foot	Minimum 10%

*More than 95% of CLR components are less than 1/4".

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Warehouse Withdrawal Guidelines

VII. Tobacco material is placed in the Park 500 Receiving Inventory (Lines I and III), by one of the follow methods:

1. Warehouse Withdrawal Order

Regular warehouse withdrawal orders are the normal control documents governing the transfer of tobacco from a warehouse to a plant location. The withdrawal order is a five (5) part computer printed document initiated by the Plants and Leaf Accounting, cased upon the daily tobacco orders placed by that facility. Regular withdrawal orders are generated for plant requirements, must be received in Leaf Accounting by 1:30 p.m. two (2) work days prior to the scheduled delivery date.

2. Direct Shipments

This is tobacco that is generated by the manufacturing plants during its normal operation. This tobacco is sent on a daily basis directly to the RL Plant.

Example: Class Tobaccos, (CLR) - Class W & Class IV.

Note:

Direct shipments come from the following:

- a) Manufacturing Plants
- b) Concord, NC
- c) Louisville, KY
- d) Leaf Stem Processing Plant (LSPP)
- e) Dock Street
- f) Maclin-Zimmer-McGill (MZM)

3. Reference Letter

This is a letter generated by the Leaf Department authorizing the warehouses or stemmeries to release and ship special tobaccos to the plants.

Note:

Shipments may vary depending on the criteria of the Leaf Department.

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I. Guidelines for handling PM80 Cases

A. Criteria for Re-Usable Tops:

1. Any scuffs, tears, or marks on the liner board will have little affect on severability.
2. Crushed corrugations will have little affect on stacking strength.
3. Holes up to 4" to 6" can be repaired with tape.
4. Band in stacks of 50 and tag each stack identifying location and number in stack.

B. Criteria for Discarding Tops:

1. Any of the fold lines have been completely torn.
2. Any tear within 3" of an edge or corner that is longer than 3".
3. Any hole longer than 4" to 6".
4. Band in stacks of 50 and label tags "Non re-usable".

II. Separate PM 80 Case bottoms into the following categories:

- A. Re-usable
- B. Non re-usable
- C. Green bands
- D. Red bands
- E. Menthol

Each category should be stacked in totals of 25 and tagged and banded for shipment.

Tags should be labeled as to criteria, i.e. re-usable, non re-usable, green, red, menthol.

A. When to re-use a box:

1. Scuffing, tearing, or marking of the outer liner board is cosmetic.
2. Punctured or crushed sections of the folding bottom have little affect on stacking performance.
3. Compacted corners that extend less than 4" in either direction.
4. Fork punctures in side panels, bottom edges, or on the bottom are smaller than 4" to 6". These holes can be repaired using approved tape.
5. One layer of corrugate has been damaged. Only pulled back sections should be removed prior to filling.
6. Box clamps have distorted the box sides. Normal squeezing damage is expected.

B. When to discard a box:

1. A tear within 4" of a corner is longer than 3" and is deeper than 2 layers of corrugate.
2. A vertical edge of a box is ripped or scuffed so that 2 or more layers of corrugate are damaged.
3. The folding bottom is ripped, preventing the bottom from being properly folded and product leakage will occur.
4. A hole larger than 4" to 6" is located anywhere on the box.
5. The "fold first" or "fold second" section of the bottom have a tear longer than 6" that will cause product leakage.
6. Dilapidation due to water damage occurs at a corner or on a vertical edge. If the dilapidation is on a side panel, the separation should be larger than 8" x 8" before the box is discarded.
7. A side has been damaged so that the box can no longer retain its rectangular shape (bulging of 4" is permissible).

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B. When to discard a box (continued):

8. The manufacturers joint (vertical overlapping seam) is separated for more than 1" along the entire seam, or separated for 2" over half of the seam.
9. If the inspection of the box side walls from inside reveals a half-moon crease extending from one bottom corner to an adjacent bottom corner, or if the box vertical four corners show signs of excessive crushing and corrugation dilapidation.

III. All cases should be empty of all product prior to handling.

Note:

1. Refer to the PM 80 Box Inspection Standards for detailed pictures of damaged re-usable and non re-usable PM 80 boxes.
2. Use same tag that is used for banding mats/tops.

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Section 4

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Section 4

Operating Responsibilities

The Handling of Contaminated Hogsheads/PM80 Cases/Small Cases

Why

There are times when hogsheads, PM80 Boxes and Small Cases (1/2 cases) of raw tobacco materials are opened (Blending I, II & III), and found to be contaminated with mold, trash, cigarettes filters, tobacco beetles, and other non-tobacco objects (foreign material).

When

When a container of this nature is found by the General Laborers working in the Blending Department, it should be brought to the attention of the Blending Supervisor.

The following procedure should be followed to properly handle this contaminated material.

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Safety Considerations

Observe all area safety rules.

Use caution when ascending and descending steps, ladders and platforms.

Be aware of sharp objects.

Leather gloves and other protective equipment may be applicable when performing specific tasks.

Be aware of airborne dust.

Key Items

Report all possible contamination to the immediate supervisor.

Appropriate ticket must be placed back on container when contamination is found.

Steps Needed to Perform Task: Contaminated Material that Cannot Be Used

- Notify your immediate supervisor of the probability of contamination.
- The area supervisor will determine if the product is usable (if material is found to be contaminated, proceed to next step).
- Remove container from feed line.
- Appropriate hogshead ticket must be attached to hogshead for proper identification.
- The area supervisor must then remove check mark from the lift driver loading sequence check sheet.
- The area supervisor must fill out a contamination form and explain the type of contamination.
- Attach contamination form to contaminated hogshead.
- The forklift driver must return contaminated container to the designated area in Receiving.
- The Receiving supervisor will notify the proper authorities to determine the disposition of the contaminated material.
- The Receiving supervisor must complete the necessary paperwork to receive a credit for contaminated tobacco.

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Troubleshooting Guide for Contaminated Material that Cannot be Used

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Resolution

<u>Condition</u>	<u>Possible Cause</u>	<u>Resolution</u>
Moldy tobacco that is green, gray or black in color.	Tobacco packed out with a high moisture content; may have sat too long in storage area allowing bacteria to grow.	Notify Blending Supervisor remove tobacco from feed lines.
A strong odor may be emitting from container.	Moldy tobacco packed out too wet.	Notify Blending Supervisor.
Tobacco beetles.	Tobacco bugs may have laid eggs to hatch within packaged material.	Notify Blending Supervisor.
Wet tobacco.	Material that is too wet (high O.V. 16% and up) to process.	Notify Blending Supervisor.
	Material may plug feeder screws and pneumatic lines.	
Material that is off standard in size.	Material was not brought and processed to Park 500 standards.	Notify supervisor; remove from feed lines.
Scrap that is too leafy.	Large pieces of tobacco may bind up screw feeders.	Notify supervisor; remove from feed lines.
Stems that are too long.	Stems may not pass through pin feeders, causing an incomplete blend.	Notify supervisor; remove from feed lines.
Material that is too fine.	Dust-like material, when dumped, may be lost to the dust collectors or rejected.	Notify supervisor; remove from feed lines.

Troubleshooting Guide for Contaminated Material that Cannot be Used (continued)

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Resolution

<u>Condition</u>	<u>Possible Cause</u>	<u>Resolution</u>
Material that is too light.	Physical characteristics of materials causing OOC's on batch time.	Notify supervisor.
Product that is mismarked.	Material marked wrong during the stemming operation. Example: KST - marked KDM.	Notify Receiving supervisor.

Task: Take Raw Material Inventory (Blending)

Why is the Operation Necessary

Ensure blend integrity.

*Ensure proper amount of each raw material is used based on the percentage of blend.

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When is the Operation Necessary

At end of 3-11 shift, each Sunday night.

Safety

Observe all area safety rules.

Use caution while taking inventory on hogshead, and be alert for broken bands on hogsheads.

Use caution when ascending and descending steps, ladders, and platforms.

Be aware of airborne dust.

Key Items

It is essential that the proper number of any type of component is correctly listed on the inventory sheet.

Inventory must be taken every Sunday night and the last day of every month.

Verify type of component being run with the forklift driver.

The Steps Needed to Perform the Task: Take Raw Material Inventory

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- Get inventory sheet from file cabinet in supervisor's office.
- Starting with the No. 1 roller conveyor, count the number and the type of each component on the roller conveyor.
- Verify the type of each component on the ticket with the container and record on the designated spot on the inventory sheet.
- Proceed to the No. 2 roller conveyor and follow steps listed above.
- Continue for each roller conveyor which has components on the roller conveyor.
- After inventory is complete, turn inventory sheet over to supervisor.

Note:

Ensure all components open on the floor around the lines are included in tabulations.

Troubleshooting Guide to Take Raw Material Inventory

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<u>Condition</u>	<u>Possible Cause</u>	<u>Resolution</u>
Out of inventory sheets.	No more sheets in Blending Attendants' office.	Notify supervisor for assistance.
Unsure of component on roller conveyer.	No ticket attached to container.	Check with forklift driver to verify type of component.

Task: Remove Foreign Material (Blending)

Why is the Operation Necessary

To ensure that contaminants do not enter the process.

To provide supplier with data for improvement.

When is the Operation Necessary

During feltwash or anytime an incline screw jams or stops.

Shutdown.

Equipment failure.

Safety

Observe all area safety rules.

Follow lock out procedure.

Use caution when ascending and descending steps, ladders, and platforms.

Be aware of overhead obstructions.

Use proper lifting techniques when removing or opening screw covers.

Two (2) people are required when removing hogshead or case from inside feeder.

Be aware of protruding objects.

Be aware of slipping hazards.

Key Items

Ensure equipment is locked out and tested before opening covers or entering feeders.

Be aware of sharp objects.

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The Steps Needed to Perform the Task: Remove Foreign Material from Equipment

- Lock out applicable equipment per lockout procedure.
- Test applicable equipment by depressing the START button.
- Open or remove covers from applicable conveyors, doffers, blend screws, and clump breakers.
- Visually inspect equipment for contaminants.
- Remove any contaminants, i.e. paper, wood, plastic, bands, etc..
- Close and secure covers (where applicable).
- Remove locks per lockout procedure.
- Return system to normal operation mode.

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Troubleshooting Guide to Remove Foreign Material

<u>Condition</u>	<u>Possible Cause</u>	<u>Resolution</u>
Incline screw stops during batch.	Wood or paper jammed at hanger bearing.	<p>Notify supervisor. ABC</p> <p>Follow lockout procedure for checking hanger bearing for wood or trash.</p>
	Incline conveyor kicked out.	Notify supervisor for assistance.
Incline (doffer) will not run.	Wood or bands pressed or jammed causing doffer to kick out.	<p>Notify supervisor.</p> <p>Follow lockout procedure to remove contaminates.</p>
Blend screw will not run.	Kicked out.	<p>Notify supervisor.</p> <p>Follow lockout procedure to remove wood, product or contaminants restricting movement of screw.</p> <p>Reset blend screw.</p>

Task: Shipment of Class 5 Dust

Why is the Operation Necessary

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Accountability of RL process loss and supply BL Plant with an added component.

When is the Operation Necessary

Each time hogsheads are filled with this very fine dust at dust collectors.

Safety

Observe all area safety rules.

Use caution when removing hogshead from dust collector.

Use caution when using banding equipment.

Be aware of airborne dust.

Key Items

It is essential that only PM80 boxes in good condition are used.

PM80 boxes should be completely filled (minimum 600 lbs.).

Boxes should be tagged with the proper information.

Task: Shipment of Class 5 Dust

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- All dust collector dust (Class 5) is to be stored for shipment by the respective Blending Departments as follows:
 - Line I - Blending should store their material from their dust collectors in the west area of Blending, beyond the chemical drums. These PM80 cases should be doublestacked.
 - Line III - Should store their material at the north wall of Line II Blending. These PM80 cases should also be double stacked.
- In order to accomplish proper identification and shipment of this material, please adhere to the following procedures:

Note:

The Blending Forklift Driver will be responsible for this task.

1. All PM80 cases of Class 5 dust must be filled as much as possible (minimum 600 lbs. net).
2. Clean Tyvek liners are to be used in all PM80 cases. **DO NOT FILL A PM80 CASE WITHOUT A TYVEK LINER.**
3. All PM80 cases must be tagged with a Park 500 ticket containing the following information:
 - a. Gross, tare and net weight (tare weight of PM80 case with top is 80 lbs.).
 - b. Crop year - through June 30, 1991, the crop year is **1991**. July 1, 1992 and beyond, the crop year is **1992**.
 - c. Mark is to be:

Class 5 - 1	July - Aug - Sept
Class 5 - 2	Oct - Nov - Dec
Class 5 - 3	Jan - Feb - March
Class 5 - 4	April - May - June

Note:

The last digit relates to the "quarter of production" this material was made in.

Task: Shipment of Class 5 Dust
(continued)

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- d. **DO NOT** write in a hogshead number or lot number. The corresponding Receiving Department will do this when shipments are made.
- e. **DO** write in the date - list the date the head was pulled from the dust collector and placed in storage.
- f. The Forklift Checker should also make sure that their names and shifts are affixed to all tickets before storage.
- g. Receiving Departments will supply blank tickets.

Special Note:

Damaged PM80 cases and cases without the above mentioned information cannot be shipped; they will be returned to the shift on which it was produced.

Troubleshooting Guide for Shipment of Class 5 Dust

<u>Condition</u>	<u>Possible Causes</u>	<u>Resolution</u>
Product spillage.	Damaged PM80 box.	Box repaired or replaced.
Broken bands.	Spillage of material.	Bands replaced.
No ticket.	Product reintroduced into system.	Notify supervisor.

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Task: Loading of Damaged Hogsheads

Why is the Operation Necessary

To ensure that damaged containers are handled properly.

When is the Operation Necessary

Each time a damaged container is identified in the Receiving area.

Safety

Observe all area safety rules.

Use caution when removing damaged containers.

Be aware of airborne dust.

Key Items

The Receiving Department will repair containers that are damaged upon receipt, when possible.

The Receiving supervisor should be notified whenever damaged containers cannot be processed.

Steps Needed to Perform the Task: Loading of Damaged Hogsheads

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- If damaged hogshead cannot be removed from Receiving without an excessive amount of product leakage, leave the hogshead in Receiving.
- Hogsheads that have damage to the top head must be transported to Blending and loaded as per normal Loading Procedure.
- Hogsheads that have damage to the bottom head but are stacked on top of another hogshead must be flipped over, then transported to Blending and loaded as per normal Loading Procedure.
- Hogsheads sitting on the floor in Receiving with damaged bottom head will be picked up by a Straightfork Lift Truck and transported to Blending.
- Prior to loading the damaged hogshead onto the roller-conveyor, the General Laborer assigned to feed that line will place a Baleboard onto "A" section of the appropriate roller-conveyor. The damaged hogshead will be placed on top of the Baleboard.
- Hogsheads with broken bands must not be loaded until the bands have been repaired.

Steps Needed to Perform the Task: Loading of Damaged Hogsheads (continued)

Stock Rotation

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- As new stock comes in, drivers place it in its designated area.
- "Do Not Pull" signs will be placed on the new stock.
- Blending Forklift Driver must pull only the row without the "Do Not Pull" signs.
- As new stock comes in, the Receiving personnel will release the old stock by removing the "Do Not Pull" signs.
- Receiving personnel will direct Blending Forklift Drivers as to what rows and crop years of material to pull.

Troubleshooting Guide to Raw Material Problems

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Resolution

<u>Condition</u>	<u>Possible Cause</u>	<u>Resolution</u>
Out of a component.	PM's Leaf Warehouse inventory change. Park 500 Receiving Department inventory fluctuations.	Forklift operator notify Blending Supervisor; use designated substitute list.
Physical characteristics of raw materials causing OOC's on batch delivery time.	Problem getting raw material into feeders. (Example: Stems packed tight in hogsheads/cases or material is too leafy.	Notify Blending Supervisor and Area Coordinator.
Physical characteristics of raw material causing weigh belt deviations.	Product will not pass from feeders to weigh belts. (Example: Material too hard, leafy or fine).	Notify Blending Supervisor and Area Coordinator.

Steps Needed to Perform the Task: Proper Handling of PM80 Tops and Bodies

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Separation:

- Tops All bundles of tops must contain 50 tops, have a minimum of two straps and be tagged as to shipping location and status of tops.

Reusable green tops must be stacked separately. Attach special white sticker (STEMMING USE ONLY 50 REUSABLE PM80 GREEN TOPS) to both sides of bundle (see example A). Contact Jim Mills (Ext. 2319) for shipping instructions.

Reusable red tops must be stacked separately. Attach special yellow sticker (FACTORY USE ONLY 50 REUSABLE PM80 RED TOPS) to both sides of bundle (see example B). Contact Jim Mills (Ext. 2319) for shipping instructions.

Reusable blue tops must be stacked separately. Mark status on tag "REUSABLE B100 ONLY TOPS". Contact Jim Mills (Ext. 2319) for shipping instructions.

Salvage (unusable) green and blue tops can be stacked together. Mark status on tag "SALVAGE TOPS". Ship to North Warehouse - Gate F, Door 5B.

Salvage (unusable) red tops must be stacked separately. Mark status on tag "SALVAGE TOPS". Ship to North Warehouse - Gate F, Door 5B.

- Bodies All bundles of bodies must contain 25 bodies, have a minimum of four straps and be tagged as to shipping location and status of bodies.

Reusable green bodies (Series C, D or E only) and inspected (marked in black ink - inspected and approved) red bodies can be stacked together. Attach special white sticker (STEMMERY USE ONLY 25 REUSABLE PM80 BODIES) to both sides of bundle (see example E). Contact Jim Mills (Ext. 2319) for shipping instructions.

Reusable green bodies (Series A and B) must be stacked separately. Attach special yellow sticker (FACTORY USE ONLY 25 REUSABLE PM80 BODIES) to both sides of bundle (see example F). Contact Jim Mills (Ext. 2319) for shipping instructions.

Proper Handling of PM80 Tops and Bodies (continued)

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Separation:

- Bodies Reusable blue bodies must be stacked separately. Mark status on tag (continued) "REUSABLE B100 ONLY BODIES" (see example G). Contact Jim Mills (Ext. 2319) for shipping instructions.

Reusable uninspected red bodies must be stacked separately. Mark status on tag "RETURN TO IP FOR CREDIT" (see example H). Ship to North Warehouse - Gate F, Door 5B.

Salvage (unusable) red, green and blue bodies may be stacked together. Mark status on tag "SALVAGE BODIES" (see example I). Ship to North Warehouse - Gate F, Door 5B.

Stacking

- Tops 50 tops per bundle.
2 straps per bundle.
Each bundle must be tagged as to shipping location and status of tops.
- Bodies 25 bodies per bundle.
4 straps per bundle.
Each bundle must be tagged as to shipping location and status of bodies.

Task: Filling Out Material Tags

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Why is the Operation Necessary

Accountability of mats, heads, tops and bodies for shipment.

When is the Operation Necessary

Whenever there is a need to ship material out for repair or storage.

Safety

Observe all area safety rules.

Use caution when banding material for shipment.

Steps Needed to Perform the Task: Filling Out Material Tags

- Physically count the number of items in each Bundle.
- Band the bundle of mats, heads, tops or bodies, with two (2) bands.
- Ensure bands are tight.
- Mats and heads - use metal bands.
- Tops and bodies - use plastic bands.
- Employee must fill out the tag as to the reason banding the bundle and the number of items in each bundle.

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What Will be Measured on Product and Process and How it Will be Measured on Handling Raw Material

<u>What</u>	<u>How</u>	<u>When</u>
Feed line batch size.	Weigh belts, panel controller.	Each batch.
Feed line.	Weigh belts, totalizer.	As material is run.
Area temperature.	Thermometer on wall outside of control room.	Once per shift.
Area humidity.	Gauge on wall outside of control room.	Once per shift.
Area humiture.	Calculate.	Once per shift.
Raw material usage.	Blending inventory.	Each Sunday night at 2300 and last day of month at 2300.

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When

<u>What</u>	<u>How</u>	<u>When</u>
Contaminants.	Visually.	Continuously.
Container condition.	Visually.	Continuously.
Number of mats.	Physical count.	Continuously.
Number of heads.	Physical count.	Continuously.
Number of tops.	Physical count.	Continuously.
Number of bodies.	Physical count.	Continuously.

Reports and Logsheets Needed to Monitor Receiving Operations (Reports/Logs)

- Receiving Reports - Lines I, II & III (Daily/Monthly)
- Daily Tobacco Order - Sheet
- Receiving Daily Worksheet
- Hogshead Material Transfer (J. P. Taylor)
- Lines I, II & III SPC System Report (Hazard Exposure When Unloading Tobacco (Tracking))
- Lines I, II & III Blending Loading Sequence - Sheet
- Park 500's Contaminated Product Identification Form
- Report of Damage Leaf Tobacco (Philip Morris)
- Withdrawal Order Sheet (Philip Morris)
- Blend Sheet (Philip Morris)

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Intended Effect on the Operation (Reports/Logs)

- Receiving reports track usage of raw materials along with a days on-hand inventory. Without a maintained number of days on hand of raw product, the Blending Department will not be able to produce their desirable tobacco blend. Blend integrity will be compromised.
- Daily Tobacco Order Sheet - Receiving Supervisor uses this sheet to order raw materials through the Philip Morris Leaf Department two (2) days prior to delivery. This order is placed after a physical inventory of the Receiving Department is taken.

Intended Effect on the Operation (continued)

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- Receiving Daily Worksheet - Receiving personnel uses this sheet to take a daily physical inventory of the Receiving Department.
- Hogshead Material Transfer (J. P. Taylor) - Receiving personnel fills in this form whenever there is a need to send mats/heads back to J. P. Taylor for repair and inspection.
- Lines I, II & III SPC System Report - Hazard Exposure When Unloading Tobacco - This is a tracking chart for the number of tobacco pounds received on a daily basis.
- Blending Loading Sequence Sheet - Depending on the total tobacco blend to be used, the Blending Lifttruck driver should pull raw material from Receiving based on the order of these sheets. Loading sequence for Blending is set up by the SPC Specialist.
- Contaminated Form - Should be filled out by the Blending Supervisor whenever material is found to be unusable. Example: Mold, wet, trash, and beetle infestation.
- Report of Damage Leaf Tobacco - Receiving Supervisor fills out report to account for all tobacco that is found to be contaminated. This report is sent to the Leaf Department and a credit for said tobacco is given to Park 500.
- Withdrawal Order Sheet - Warehouse withdrawal sheets are the normal control document governing the transfer of tobacco from a warehouse to a plant location. The withdrawal order is a computer printed document, initiated by the Leaf Department based upon the daily tobacco order placed by the plant. The withdrawal order specifically identifies the type of tobacco to be sent to the requesting plant.
- Blend Sheet - Identifies the raw material by mark and crop year. This sheet tells the receiving plant to blend this material by new, old and prior crop years.

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How Raw Materials Impact the Process

- The Receiving Department will maintain a constant raw material inventory of sufficient quantity and quality to meet our customer's needs for all blend components. This will allow the process to keep running smoothly without blend variations.
- It is important that incoming container types are identified, staged properly and inspected before the Blending Department can introduce this material into its process.
- Material that is found to be contaminated in the Blending Department should be removed from the feed lines and inspected. Contaminated tobacco can effect the blend integrity of the RL process and the loss of production yield.

Process and Worklife

Raw materials that are not in inventory or found to be contaminated can shut down the Blending Department, or cause it to run off standards for a period of time. Blend integrity will be compromised. Any shutdown may cause system imbalance that can have a detrimental effect on quality of the product and worklife.

Container Types

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<u>Symbol</u>	<u>Description</u>
A	45" #1 Pin Type Hogshead for Export
B	PM-70 Box
C	Case - Import
E	48" Expendable Export Hogshead
F	54" Wirebound Hogshead
G	48" F. C. Pin Type Hogshead (same as government Pool Pin type).
H	43" Corruated Cases for Europe
I	PM-80 Box
N	No Container - Incomplete or Current Crop Lots (000 Lots)
P	P.M. Pin Type 48" Patented Hogshead
Q	48" #1 Pin Type Hogshead for Export
R	54" Stave Hogshead
S	48" Stave Hogshead (Old Style or Conventional Type), 48" Wirebound Hogshead, 48" Canadian Expendable
T	Bales
V	45" Wirebound Hogshead
X	Experimental Container or Paper Hogshead
Y	54" Pin-Type
Z	Low Weight Container

11/8/91

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Park 500**Input
Product****Source****Comments**CTRL
Class 4

Primaries/Cigarette Mfg.

See Attached

BTBL
BVF

Stemmery

Bright Scrap

BUBL
KVF

Stemmery

Burley Scrap

VXE

LPF

Oriental Scrap

VVF

MZM

Oriental Scrap - BBO Production

OVF

LPF

Oriental Scrap - MT Production

3KTVF (VOF)

MZM

Other Scrap - BBO Production

BKTDMM (DOM)

MZM

Mixed Stem Scrap - BBO
ProductionBDM
VST
BRST (SVST)

Stemmery

Bright Stem Scrap
Long Bright Stems
Short Bright StemsKDM
BUST (KST)

Stemmery

Burley Stem Scrap
Mixed Burley Stems**Note:**

Date: 11/8/91

Subject to change according to Leaf Department's requirements.